

## Venue Operator Guide

- **Room reservation intake process**
  - Initial request submitted
  - Collect necessary event details
    - Department/UW Group
    - Number of people attending
    - Onsite contact
    - Event time, setup time, tear down time
    - AV equipment
    - Type of event
    - Budget/payment information
  - Submit applicable campus forms(listed below)
  - Final changes submitted
    - Required (X) weeks/days prior to event
- **Venue policies**
  - Food/drink/alcohol permitted?
    - Meal service, light refreshments etc.
    - Lobby space outside of rooms?
  - Pricing plan
    - UW affiliate vs. Off Campus
  - Cancellation policies
    - Charges?
    - How many days in advance?
- **Campus forms**
  - [UUF](#)
    - Clients expecting off-campus guests or events organized by off-campus groups require this form
    - The sponsor cannot be the venue
    - It is the responsibility of the client to find a sponsor
  - [ASR](#)
    - Does not require a sponsor unless event is organized by students
  - [Food Permit](#)
    - Required unless client is using Bay Laurel or serving pre packaged food
  - Facilities - [FS Works](#)
  - [UW recycle](#) - extra compost, recycle, garbage toters
  - [UWPD](#)
- **Building information**
  - Building coordinator communication
    - Exterior door access
    - Brass key access, CAAMS access etc.
  - Established building hours
    - Weekday
    - Weekends

- Breaks
- Lobby spaces
  - Can clients reserve a space outside of their room for food service, promotional materials etc.
- What times can courses take place?
- **Communities to join**
  - Venue Operators chat on Microsoft Teams
  - Event Managers mailman
  - Venue Operators monthly meetings
    - Organized by Shalom Murphy
  - Transportation services pricing notifications